



Report to the Auburn City Council

Action Item

Agenda Item No. **8**

[Signature]
City Manager's Approval

To: Honorable Mayor and City Council Members
From: Robert Richardson, City Manager
Prepared by: Amy Lind, Asst. City Clerk
Date: June 24, 2013
Subject: Attendance at the League of California Cities Annual Conference and Selection of a Voting Delegate

The Issue

Shall the City Council select, by **RESOLUTION**, a voting delegate, and up to two alternative voting delegates, to the League of California Cities Annual Conference?

Conclusions and Recommendation

Staff recommends that the City Council, by **RESOLUTION**, select a member of the City Council to be its voting delegate, and up to two alternate voting delegates, at the 2013 League of California Cities Annual Conference.

Background

The League of California Cities will hold its Annual Conference in Sacramento from September 18-20, 2013. These conferences bring together municipal leaders from around the State to vote on a variety of important issues that will guide the League's efforts for the coming year. Additionally, the conference also facilitates a broad range of educational opportunities through its many forums, providing participants exposure to cutting-edge issues and upcoming trends to assist the City in maintaining and enhancing its service delivery.

Under the League's bylaws, a city's voting delegate, and its alternates, must be designated by the City Council and must be in attendance at the conference to vote.

Fiscal Impact

The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only (\$250). The cost for the entire conference is \$475 if registered before July 8th; \$525 after July 9th or onsite. The Council has \$3,000 budgeted for training and travel expenses in the FY 12-13 budget.



LEAGUE[®]
OF CALIFORNIA
CITIES

ANNUAL CONFERENCE & EXPO

SACRAMENTO, CALIFORNIA

SEPTEMBER 18-20



REGISTRATION AND HOUSING DEADLINE: SEPTEMBER 3

WWW.CACITIES.ORG/AC

**REGISTRATION:****Registration includes:**

- Admission to education sessions daily and evening networking events
- Wednesday Host City Reception and Expo; Thursday lunch with Exhibitors; Friday voting delegate luncheon

Online Registration (credit card) - Visit www.cacities.org/AC
You will receive an immediate conference confirmation.

Mail-in Registration (pay by check)

Contact mdunn@cacities.org to request a registration form.

**** SAME CITY REGISTRATION RATE SINCE 2008 ****

FULL CONFERENCE REGISTRATION FEES

	EARLY BIRD BEFORE JUNE 28	AFTER JUNE 29 AND ONSITE
City Delegate		
Member City	\$475	\$525
Nonmember City	\$1475	\$1525
Public Official		
County/State	\$550	\$600
Partner/Exhibitor/All Others		
Company Representative	\$650	\$700

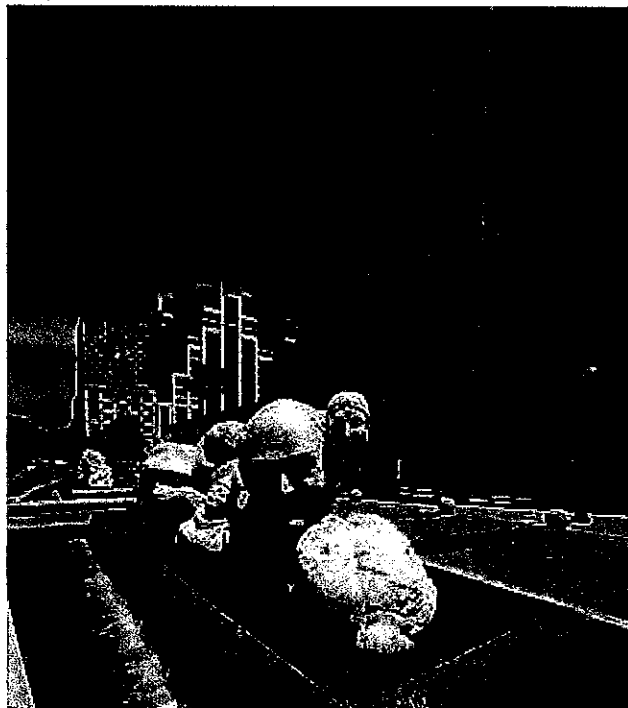
NOTE: Conference registration is required to attend Policy Committees, Department, Division, Annual Conference business meeting and/or to be a Voting Delegate.

ONE-DAY REGISTRATION

	SELECT ONE - WED/THURS/FRIDAY
City Delegate	
Member City	\$250
Nonmember City	\$1250
Public Official	
County/State	\$300
Partner/Exhibitor/All Others	
Company Representative	\$350

Refund Policy

Advance registrants unable to attend will receive a refund of rate paid, minus a **\$75 processing charge**, only when a written request is submitted to the League, Conference Registration, 1400 K Street, Sacramento, CA, 95814 or mdunn@cacities.org and received before **5:00 p.m. on Tuesday, August 27**. Absolutely, no refunds will be provided after this date. Send an alternate/substitute onsite to avoid financial penalty.



Sacramento Convention Center

OPTIONAL REGISTRATION ADD-ON
 (non-refundable)
Spouse Registration - \$100

Spouse rate is restricted to those who are not city/public officials, are not related to any Partner/Expo company, and would have no professional reason to attend for learning or business. Rate includes admission to the Expo and receptions only. Session seats are reserved for conference registrants. There is no refund for the cancellation of a spouse registration. It is not advisable to use city funds to register a spouse.

Onsite Badge Pick Up

You must pick up an official 2013 Annual Conference badge at the registration desk at the Sacramento Convention Center. Registration hours:

Wednesday, September 18 9:00 a.m. - 6:30 p.m.
 Thursday, September 19 7:00 a.m. - 4:00 p.m.
 Friday, September 20 7:30 - 10:00 a.m.



Questions or special needs? Call the conference registrar at (916) 658-8291 or email mdunn@cacities.org before Tuesday, August 27.



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by August 2, 2013.

PLEASE NOTE: You are receiving this letter and form earlier than usual because hotel space near the Sacramento Convention Center for the Annual Conference will be especially tight this year. As a result, we want to encourage you to make your hotel reservations early.

April 26, 2013

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 18 - 20, Sacramento

The League's 2013 Annual Conference is scheduled for September 18 - 20 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 20, at the Sacramento Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 23, 2013. This will allow us time to establish voting delegate/alternates' records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one person must be present at the

- Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 18, 9:00 a.m. – 6:30 p.m.; Thursday, September 19, 7:00 a.m. – 4:00 p.m.; and September 20, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but not during a roll call vote, should one be undertaken.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, August 23. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:

- 2013 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Annual Conference Voting Procedures 2013 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

**2013 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Friday, August 23, 2013. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail: _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, August 23, 2013

League of California Cities
ATTN: Mary McCullough
1400 K Street
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: mmccullough@cacities.org
(916) 658-8247

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RESOLUTION NO. 13-
DESIGNATING A VOTING DELEGATE TO THE LEAGUE OF CALIFORNIA CITIES
ANNUAL CONFERENCE

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

That the City Council of the City of Auburn does designate _____ as
the voting delegate to the League of California Cities Annual Conference, and
cover the cost of the conference fees and all reasonable travel expenses
consistent with the City of Auburn's transportation plan limitations.

DATED: June 24, 2013

Kevin Hanley, Mayor

ATTEST:

Stephanie L. Snyder, City Clerk

I, Stephanie L. Snyder, City Clerk of the City of Auburn, hereby certify
that the foregoing resolution was duly passed at a regular meeting of the City
Council of the City of Auburn held on the 24th of June 2013 by the following
vote on roll call:

Ayes:
Noes:
Absent:

Stephanie L. Snyder, City Clerk